

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT	FROM	EXTENSION	NO.
	<div> <div></div> <div>Inspection Staff</div> <div>2 E 49</div> </div>		DATE
	TO: (Officer designation, room number, and building)	DATE	
		RECEIVED	FORWARDED
	1. Director of Personnel 5 E 58 8 DEC 1975		<div> <div></div> <div></div> </div>
	2. D / Pers		J
	3. D / Pers / PC	10 DEC	Jm
STAT	4. <div></div>		F
	5. <div></div>	12/11	Pgc
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	15.		

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
 

Respond to our report to him on "critical situations" etc. Pgc

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75-277)

4 December 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Your Memorandum of 1 December 1975

1. I was very pleased with your reply to my memoranda which suggested certain specific means of improving the status of secretaries in our Agency. My suggestions were in no way intended to represent a comprehensive or case program for accomplishing this much needed objective, and, if anything, your reply was more thorough than I could have expected.

2. Your suggestion that Career Services might sponsor secretarial seminars is well within the spirit of my own suggestion for CIA attendance at secretarial conferences already established by national secretarial organizations. As a further comment, however, I would suggest that while the latter would certainly be more expensive than our own seminars, the advantage which would accrue through a broader exposure of our senior secretarial staff to the problems, attitudes, and experiences of non-Agency secretaries might represent money well spent.

3. I was very pleased with your positive view of the certification activity known as "Certified Professional Secretary". I should think, as you do, that if a secretary were to expend the extra energy in qualifying for this title, she or he should certainly be entitled to some form of bonus such as a QSI or favorable position on assignment rosters or, other factors taken into account, a promotion. In reviewing the CPS test, I noted, as you did, that many of the test areas related directly to the business environment. This, in my view, is a plus, not a minus factor. As I think you will agree, we certainly can learn much from the business environment on such questions as service orientation, cost consciousness, time economies and the like.

4. I feel certain that anything that can be done to promote these partial solutions to the secretarial status problem would be of net benefit to the Agency and well within the perimeter established

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by the recent Management Committee's decision. While it is quite clear that much of the initiative for this must come from the Career Services, I am sure that your own office will be taking some initiatives as well.



Inspection Staff

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